



CALIFORNIA STATE GOVERNMENT—AN EQUAL OPPORTUNITY EMPLOYER  
—EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGION OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

# ASSOCIATE TOXICOLOGIST

## CONTINUOUS FILING – OPEN

THIS CANCELS AND SUPERSEDES THE BULLETIN ISSUED OCTOBER 14, 2004.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE, ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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| GENERAL POSITION DESCRIPTION                             | <p>In the Office of Environmental Health Hazard Assessment, the Associate Toxicologist is the entry and full journey level of the series. Under direction, the Associate Toxicologist assists in providing information on the toxicological properties of chemicals for the purpose of advising on health and/or environmental problems; assists in the interpretation and evaluation of the less specialized experimental study results in terms of toxicological properties and hazards; assists in evaluating, advising, and consulting on the adequacy of toxicological data submitted by other organizations; assists in advising on precautionary labeling for hazardous chemicals and products; may testify as an expert witness in hearings and court procedures; and prepares reports and scientific papers for publication.</p> <p>Position(s) exist with the Office of Environmental Health Hazard Assessment in Sacramento and Oakland.</p>   |
| HOW TO APPLY   | <p>Applicants should complete a Supplemental Application examination packet which includes the Examination and/or Employment Application Form (STD. 678) and supplemental application form. Applicants may request the examination packet in writing or by telephone to the address and telephone number listed below. The testing office will accept examination packets on a continuous basis. Examination packets will be kept on file until testing is scheduled. Examination packets may be obtained and filed in person at the following address:</p> <p>OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT<br/>HUMAN RESOURCES BRANCH<br/>1001 I Street, 19<sup>th</sup> Floor, Room 19-65<br/>SACRAMENTO, CA 95814<br/>(916) 445-9376</p> <p>or mailed to the following address:</p> <p>OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT<br/>HUMAN RESOURCES BRANCH<br/>P.O. BOX 67<br/>SACRAMENTO, CA 95812-0067</p>   |
| DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD. |   |
| APPLICATION DEADLINE                                     | <p>For the continuous filing examinations, a closing date for a scheduled testing will be announced on a separate rider bulletin. Examination packets postmarked, personally delivered or received via interoffice mail must be received no later than the closing date. Examination packets postmarked or received <b>AFTER</b> the closing date will be held for the next examination.</p>  |
| CROSS-FILING INFORMATION                                 | <p>If you meet the entrance requirements for this class and the Staff Toxicologist (Specialist), you may file for both examinations on a single application. Indicate the complete title of each examination for which you are applying on the Examination and/or Employment Application Form (STD. 678). Acceptance into additional classes may not be considered after the closing date.</p>  |
| SALARY RANGES  | <p><b>RANGE A: \$4,833-5,831 per month</b><br/><b>RANGE B: \$5,309-6,404 per month</b></p> <p>Range A: This range applies to employees who do not meet the criteria for Range B.</p> <p>Range B: This range applies to employees who have either:</p> <ol style="list-style-type: none"><li>One year of experience in the class of Associate Toxicologist, Range A. <u>or</u></li><li>Possession of a doctoral degree and one year of postdoctoral experience in toxicology, biochemistry, pharmacology, or a closely related field. <u>or</u></li><li>Possession of a Master's Degree in Toxicology, Biochemistry, Pharmacology or a closely related specialty from an accredited college or university, and four years of experience past the receipt of the master's degree in designing and managing toxicological studies; interpreting results and translating them to solve human and animal health problems; and conducting hazard assessment or safety evaluations. <u>or</u></li><li>Certification as a Diplomat of the American Board of Toxicology, and one year of professional experience after certification as a Diplomat of the American Board of Toxicology in conducting and/or evaluating chemical toxicology studies. This experience must have included consultation on, and interpretation of, toxicological findings relative to probable health hazards and work in at least one of the following areas: exposure assessment, risk assessment, acute toxicity, subchronic toxicity, oncogenicity, development toxicity, neurotoxicity, reproductive toxicity, or genotoxicity.</li></ol> |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION           | <p><b>NOTE: All applicants must meet the education and/or experience requirements for this examination by the closing date. It is your responsibility to make sure you meet the minimum qualifications for this examination by the closing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</b></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.</p>   |

### MINIMUM QUALIFICATIONS

#### Either I

Possession of a Doctoral Degree in Toxicology, Biochemistry, Pharmacology or a closely related specialty.

#### Or II

Three years of experience past the receipt of a Master's Degree in designing and managing toxicological studies, interpreting results, and conducting hazard assessment or safety evaluations. **and**

Possession of a Master's Degree in Toxicology, Biochemistry, Pharmacology or a closely related specialty from an accredited college or university or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code, Section 94310(b).

#### Or III

Certification as a Diplomat of the American Board of Toxicology.

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|----------------------------------|--|
| REQUIRED APPLICATION INFORMATION | <p>All applications/resumes must include “to” and “from” dates (month/day/year), time base, and civil service class titles to compute the amount of qualifying experience.</p> <p><b>PROOF OF EDUCATION - Applicants are required to provide proof that they meet the education requirement for one of the patterns specified in the minimum qualifications. A copy of your official university/college transcript confirming the award of your degree must be accompanied with your application.</b></p> <p><b>NOTE: Applications/resumes received without this information will be rejected.</b></p>   |
| EXAMINATION INFORMATION          | <p><b>SUPPLEMENTAL APPLICATION – WEIGHTED 100 PERCENT</b></p> <p>This is an open examination. Applications will NOT be accepted on a promotional basis. Career credits do not apply. A candidate may be tested only once during any testing period. The testing periods for this examination are bi-annually unless the needs of the Department warrant a change in the testing periods.</p> <p><b>INTERVIEWS WILL NOT BE HELD.</b> The examination will consist of a supplemental application only. The supplemental application is designed to elicit a range of specific information regarding each candidate’s knowledge, abilities, and potential to effectively perform the duties relative to the classification. Information on the supplemental application will be used to assess, on a competitive basis, each candidate’s relevant training and experience. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained on the supplemental application.</p> <p><b>Scope:</b></p> <p>In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor’s:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>General principles of toxicology, with emphasis in environmental and occupational health concerns.</li><li>Laboratory and testing procedures for toxicological investigations.</li><li>Principles and procedures of risk assessment.</li><li>Provisions of laws, rules, and regulations pertaining to the use, processing and handling of toxic substances.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>Evaluate research studies in the fields of toxicology and pharmacology for application to issues of public health.</li><li>Work cooperatively with outside agencies and departmental staff.</li><li>Interpret and apply environmental and public health standards.</li><li>Communicate effectively.</li><li>Analyze situations accurately and take effective action.</li></ol> |
| SPECIAL TESTING ARRANGEMENT      | If you have a disability and need special arrangements, mark the appropriate box for Question 2 of the Examination and/or Employment Application (STD. 678). You will be contacted to make specific arrangements.  |
| ELIGIBLE LIST INFORMATION        | Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 18 months after the list is established.  |
| VETERANS PREFERENCE              | Veterans preference credits will not be granted in this examination since it does not qualify as an open entrance or open, nonpromotional examination under the law.   |
| QUESTIONS?                       | If you have any questions concerning this announcement, please contact the Office of Environmental Health Hazard Assessment, Examination Unit, at (916) 445-9376.  |

GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the Office of Environmental Health Hazard Assessment at (916) 445-9376 or (ATSS) 8-485-9376, three weeks after the final filing date if he/she has not received a progress notice.

**Applications (STD. 678)** are available at the State Personnel Board offices, local offices of the Employment Development Department, and the department noted on the other side of this bulletin. Applications may also be downloaded from the websites at [www.oeaha.ca.gov](http://www.oeaha.ca.gov) under Job Opportunities or at [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on the other side of this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Office of Environmental Health Hazard Assessment** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made on his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference points in open entrance and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veteran Preference Application Form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Employment Application Form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

TDD is Telecommunications Device of the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929  
From Voice Telephones: 1-800-735-2922

OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT  
HUMAN RESOURCES BRANCH  
P.O. BOX 67  
SACRAMENTO, CA 95812-0067  
(916) 445-9376

## NOTICE OF CLOSING DATE

DATE OF NOTICE: October 10, 2008

EXAMINATION TITLE: **ASSOCIATE TOXICOLOGIST**

EXAM CODE: 8BY03-01

CLOSING DATE: **October 30, 2008**

This notice is to announce the closing date for examination packets for the Associate Toxicologist examination.

Examination packets must be postmarked, personally delivered, or received via interoffice mail no later than **October 30, 2008**. Examination packets postmarked or received **AFTER** this closing date will be held for the next examination.

For more information about the examination, please refer to the exam announcement. If you have any questions, please call the Office of Environmental Health Hazard Assessment's Examination Unit at (916) 445-9376.